

# City of Milpitas Planning Division

455 E. Calaveras Blvd., Milpitas, CA 95035  
Telephone: 408-586-3279 • Fax: 408-586-3293

## Procedure for Notice of Public Hearing

### What is Required for Your Application:

**Whenever a “Notice of Public Hearing” is required, the applicant shall provide the City with:**

- Stamped, addressed business sized (No.10) envelopes for the property owners and residential renters;
- Stamped, addressed business sized (No.10) envelopes for the property owner(s) of the subject parcel and the applicant(s) for the project;
- A list of all addresses; and
- A completed and signed *Affidavit of Notification and Mailing*.

#### **Step 1. Property Owners:**

Notification shall be given to all property owners of all parcels within 300 feet of all of the exterior boundary lines of the subject parcel for which the application is being sought. The envelopes shall be addressed to the property owners to whatever address is shown on the Assessor’s roll for those properties. If one entity owns more than one property, then only one envelope is required. Please note that the City’s Planning Director or Planning Commission Chair have the discretion to require a 1,000 foot notification for Public Hearings if the project is deemed to be potentially controversial.

#### **Step 2. Residential Renters:**

Notification shall also be given to all renters of residential properties (houses, apartments, mobile homes, etc.) within 300 feet of all of the exterior boundary lines of the subject parcel for which the application is being sought. These envelopes shall be addressed to “Occupants” or “Residents,” using the street address of that dwelling. In the case of apartment buildings or other multi-unit residential building, an envelope must be made out to the occupants of each apartment or each residential unit in the residential building. “Occupants” envelopes are not necessary for owner-occupied residences, as shown on the assessors roll, only rental dwellings. The intent is to give notice of a proposed project to property owners, as well as to non-owners, who live in the vicinity of the project site. Please note that, as described in Step 1, a 1,000 foot radius may be requested.

#### **Step 3. Property Owner(s) and Applicant(s) for the Project:**

Envelopes shall also be addressed to the property owner(s) and applicant(s) of the subject site/project.

#### **Step 4. Envelopes:**

All envelopes must have first class U.S. postage and the return address of the City, as shown in the example on the back of this sheet. **Please, no metered mail or private letterhead envelopes.** A return address stamp is available for your use at the City’s Public Services Counter.

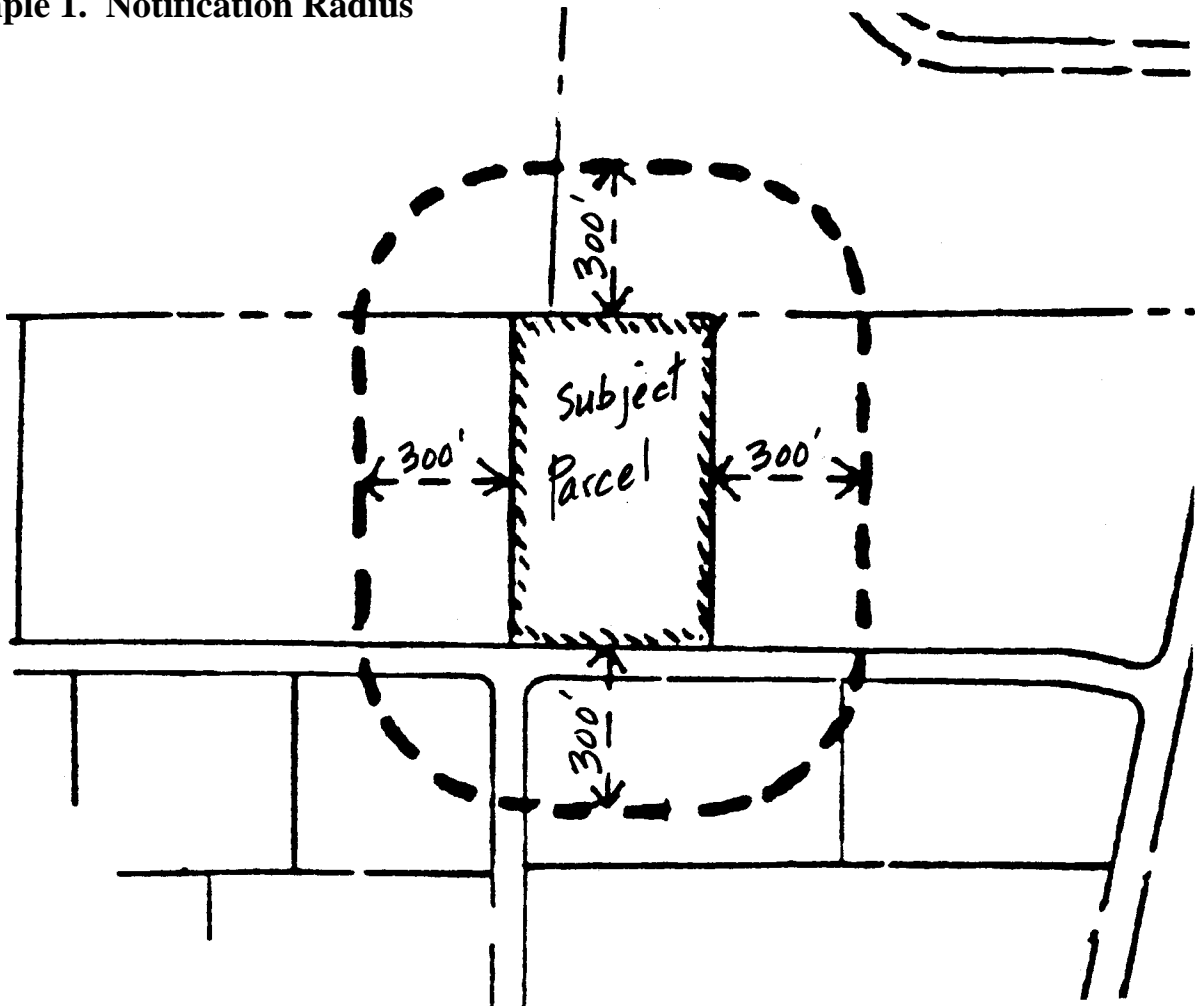
Generally, one set of envelopes is required, stamped and addressed per the steps above. However, when a project review involves more than one public hearing, additional sets of stamped, addressed envelopes will be required.

**Please see the back of this page for examples to assist you.**

**City of Milpitas Planning Division**  
**Procedure for Notice of Public Hearing, Page 2**

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**Example 1. Notification Radius**



**Example 2. Envelope Addressing**

City of Milpitas Planning Division  
455 E. Calaveras Blvd.  
Milpitas, CA 95035

**PUBLIC HEARING NOTICE**

First  
Class  
Stamp

Property Owner Name or Occupant  
Street Address  
Milpitas, CA 95035